



JOB DESCRIPTION

Position Title: **Senior Technician**

Working Area: **Risk Management**

Class Code: 3014

Non-Exempt

EEO Code: 06

Effective Date: October 1, 2001

Major Function

Administrative work reviewing and processing worker's compensation claims.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Receives and processes accident reports and claims under the worker's compensation program. Responsible for coordination of workers' compensation claims between employees, the County and third party administrators.

Maintains computer database of all workers' compensation claims. Provides reports from information maintained on the workers' compensation database.

Provides support to the Risk Management Division for accounting processes related to processing workers' compensation claims.

Provides assistance to the Risk Management Executive Committee and services as recording secretary for meetings of this committee.

Prepares invoices for approval and maintains account records. Prepares analysis of claims and trends for workers' compensation program administration.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Considerable knowledge of workers' compensation laws, regulations and procedures. Knowledge of insurance claims tracking and conducting trend analysis.

Ability to plan, organize and carry out duties with minimum supervision. Ability to monitor claims and processing of claim payments. Ability to maintain information databases and to operate a microcomputer and associated software. Ability to communicate effectively both orally and in writing. Ability to conduct trend analysis.

Associates Degree with three (3) years' experience working with Workers' Compensation Insurance programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office setting. The incumbent performs most duties while sitting at a desk, workstation or table. Incumbents in this position would be exposed to electrical energy found in an office environment.

